

## **STATEMENT OF WORK**

### **Title and Series**

Senior Policy Advisor to the Administrator on Air and Radiation  
AD-0301-15/7

### **Organization and Location**

Environmental Protection Agency  
Office of the Administrator  
Washington, D.C.

### **Title and Grade of Supervisor**

Administrator  
EX-0340-00

### **Statement of Responsibilities**

The incumbent of this position will advise the Administrator with implementing the Administration's programs and priorities for clean air and radiation protection. The incumbent is expected to act as a liaison between the Administration and career senior executives as well as major stakeholders such as industries, environmental organizations, and state and local governments. The incumbent will represent the Administrator at high-level meetings within and outside of the Agency. Meetings will be for the purpose of fact finding, problem solving, and policy development. The incumbent will advise the Administrator on stakeholder perspectives and recommend options for responding. The incumbent will review briefings, speeches, informational materials, draft regulations and policies, correspondence, and other documents for conformance to Administration objectives.

## **STATEMENT OF WORK**

### **TITLE, SERIES, GRADE**

**Senior Policy Advisor  
AD-0301-00**

### **ORGANIZATION**

**Environmental Protection Agency  
Office of the Administrator  
Office of Policy**

### **TITLE AND GRADE OF SUPERVISOR**

**Administrator, EX**

### **STATEMENT OF RESPONSIBILITIES**

**Serves as Policy Advisor to the Administrator. Assists in managing both internal and external Agency policy development and rulemaking efforts on major Administration environmental policy issues.**

**Provides policy advice to the Administrator and identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational and/or program matters. Arranges for the implementation of specific policies and recommendations, including making action assignments to the appropriate organizational element.**

**Keeps abreast of new developments within and outside the Federal sector pertaining to assigned areas of expertise and provides advice and options to the Administrator on strategies to accommodate such developments. Exercises initiative in determining suitable alternative solutions with officials of other Federal agencies, state and local governments charged with similar responsibilities.**

**Represents the Administrator and the Agency at national conferences and meetings to convey the Agency's point of view, desired emphasis and goals.**

**Assesses the impact and subsequent relevance of matters discussed and enlists cooperation and stimulates contributions from Agency staff in developing new, imaginative approaches to problems and objectives. Is responsible for briefing the Administrator on the matters discussed and the recommendations made.**

**Attends conferences for and with the Administrator, assesses the impact and subsequent relevance of all matters discussed, and suggests to the Administrator possible avenues of approach. Follows up by conferring with the Assistant Administrators and/or their offices, discussing these issues and providing them with information developed through personal contacts. Suggests the direction which offices may take in formulating and improving new and existing programs.**

**Discusses the objectives of the Agency's program with the Administrator and the background and purpose of each program, the viewpoints of the program officials, the existing policies and laws pertaining to the programs, and the problems that have been encountered in carrying out the programs. Provides the Administrator with an estimate of the current situation and advises on the probable effect within the Agency of actions the Administrator may wish to take. Engages in frequent dialogue with the Administrator on the long-range view and to provide an element of continuity in the mission of the Agency.**

**Advises the Administrator on the involvement of program offices and the regions, or the consideration of regional and program offices' views and needs, in all aspects of the Agency's work. Assists in assuring regional and program participation in Agency decision-making processes, assessing the impact of Headquarters actions on Regional and program operations and in resolving problems.**

**Performs a variety of assignments associated with the coordination of sensitive policy issues with industry, public interest groups, and others. Reviews and coordinates sensitive reports, documents and other materials of special importance and concern to the Administrator to ensure that they are prepared in accordance with and reflect the Agency and the Administration's point of view. Identifies critical policy issues or problems which require the immediate and personal attention of the Administrator and recommends appropriate courses of action regarding the necessary interface with appropriate officials.**